



OPEN POSITION: Federal Benefits Specialist



*Work with a high performing team committed
to help federal employees retire with confidence.*

ABOUT PROFEDS

Since 2008, ProFeds has delivered on-site retirement training to federal employees, and we are committed to providing great support to our nationwide network of the financial professionals who serve them. We're only looking for "batteries-included" team players who are motivated by a sincere desire to grow, learn and serve this deserving audience.

ABOUT THE ROLE

The Federal Benefits Specialist role is primarily responsible for helping financial professionals to prepare federal employee benefits reports and answering federal benefits-related questions. Our team is expanding to accommodate the continually growing demand for training and the needs of federal employees preparing to retire from government service.

REQUIRED SKILLS

- Strong problem-solving skills with ability to multi-task
- Process-oriented with precise attention to detail
- Exceptional with numbers and complex concepts
- Manage time well to complete tasks within stated deadlines
- Polished verbal and written communication skills are essential
- Proficient computer data entry and analysis

RESPONSIBILITIES

- Manage inbound requests from financial professionals seeking benefits reports
- Triage and prioritize work priorities based on complexity and due date
- Use proprietary benefits software to prepare benefits reports
- Respond to financial professionals' questions in a timely manner
- Review federal retirement forms for accuracy and provide feedback
- Research, understand, and translate complex government regulations

EXPERIENCE

- Federal employee benefits background is highly-desirable
- Financial services experience (licensed agent, customer service, back office)
- Familiarity of the use of financial industry-related software

COMPENSATION & BENEFITS

- This is a non-exempt, hourly, full-time (40 hrs/wk) role
- Pay for this position starts at \$27/hr and can be increased commensurate with current experience level and initial training required to perform job functions
- This is a remote position with flexible work hours
- Benefits package includes 401(k) with match, PTO/Holidays and various insurance plans (health, life, dental, vision, and disability).

**If you are interested in this position, please send your resume to
Hiring@ProFeds.com with "Benefits Specialist" in the subject line.**